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2.00AJ / 16.00AJ Exploring Sea, Space, & Earth: Fundamentals of Engineering Design
Spring 2009

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Ocean Engineering Teaching Laboratory

LAB RULES

The following simple rules will be strictly enforced. Violators will lose lab privileges.

1. WORK SAFELY IN THE LAB

- The lab is available to students only when a supervisor (instructor, TA or the lab manager) is present. During scheduled class times, only class members may use the lab, unless granted permission by the class instructor.
- Safe and careful use of hand tools, electronic equipment, and computers is unrestricted except as specified by the instructors for safety or other reasons.
- Learn and follow safety guidelines for each tool and piece of equipment.
- Use your engineering knowledge, experience and common sense to avoid dangerous situations and maintain a safe working environment.

2. POWER TOOL USE IS RESTRICTED

- In all circumstances, no person is to use power tools alone!
- Power tools must be kept under lock and key. Regular access to power tools is during scheduled class times, and when instructors are present.
- Students must be trained to use each power tool before using it.
- Students may not use power tools without an instructor or another trained student present.
- Students who violate these rules will lose privileges for using power tools.

3. DO NOT WORK WITH CHEMICALS ALONE

- In all circumstances, no person uses chemicals alone.
- Chemicals (including solvents and adhesives) are to be used only under the supervision of an instructor, or with the assistance of another student who has used the same chemicals under instructor supervision.

4. CLEAN UP AFTER YOURSELF

- Many classes, clubs, and students use the lab. Therefore, all benches and workspaces must be kept clean and clear for others to use.

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- Lab benches and workspaces must be cleared at the end of class or when leaving for more than 30 minutes. All tools, parts, supplies, and equipment will be returned to their appropriate storage places. Project specific parts and equipment can be placed in storage locations designated for each class or student. Items left on benches will be confiscated.

5. DO NOT REMOVE ANYTHING FROM THE LAB

- Tools, Equipment, Parts, Supplies, Books, Software and other lab property are not to leave the lab except for the purpose of class-specific fieldwork, or with specific instructor permission.
- Items removed from the lab must be logged with the student's name, email, phone number, destination, and return time.
- The only things you may freely take from the lab are your personal belongings, lab notebook, and disks containing experiment data.

6. DO NOT INSTALL ANY SOFTWARE

- No software of any kind is to be installed on the computers except with direct approval of the lab manager.

7. DO NOT GIVE ACCESS CODES TO ANYONE

- Do not give the lab door code or access card to anyone.
- Do not give the lab computer login passwords to anyone.

8. DRESS APPROPRIATELY FOR LAB WORK

- Eye protection must be worn for all tool, chemical and soldering work.
- Closed-toed shoes must be worn during class times and whenever anyone is working with solder, chemicals, tools, power tools, or heavy items.
- Loose clothing is to be avoided in the lab, and must be secured if worn.
- Long hair must be secured when in the lab.

9. NO FOOD OR DRINK IN THE LAB

- Food is not allowed in the lab except by instructor permission.
- During non-class hours only, drinks in securely closed containers are allowed, but may not be consumed near any ongoing work.

10. NO HEADPHONES OR MUSIC IN THE LAB

- Headphones may not be worn in the lab.